

PEMS

HIV Test Form – Step by Step key-entry

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Entering HIV Test Form data is either a one or two-step process.

If the client has not accessed services from your agency, you need to enter the client's demographic profile before entering HIV Test Form data. If the client has previously accessed services from your agency, you may bypass entering the client's demographic information.

1. Access PEMS (<https://sdn.cdc.gov>)
2. Click on "**Client Level Services**"
3. Click on "**HIV Test Form**", in the "Results" window (along the left hand column) click on "**Add New Client**".

Once the "Client Demographic" page loads, enter the clients information.

Halfway down, select the box "**Client From HIV Test Form**". When you reach the bottom of the page, click on "**Save and Finish**".

Document the PEMS Client Unique ID on the data collection form in the Client ID box.

4. Click on "**HIV Test Form**". Enter the PEMS Client ID and click on "**Search**". In the results box a number should appear. The left most digits is the PEMS Client ID and the right most digits (is the client ID).

If you bypass the search, and click on "**Add New Client**" in the result window, NO "client information" will populate.

5. Click on the **number** in the results window. The "client information" will automatically populate.
6. Enter data into the HIV Test Form. Once finished click on "**save**".
7. Click on "**Add New Client**" to add more clients or logout if finished entering data.